



Request to Work Beyond Regular Work Schedule (for Non-Exempt Employees Only)

All non-exempt employees are expected to work as scheduled. Employees who work beyond their regular work schedule must seek pre-approval from their supervisor in advance by completing this form. The weekly work period begins Saturday 12(midnight) and ends Friday at 11:59 pm. Regular working hours may vary according to the employee's occupation and campus/department.

Request to Work Beyond Regular Work Schedule *(To be completed by employee)*

Employee ID #: _____

Employee's Last Name: _____ First Name: _____

Job Title: _____ Campus: _____

Reason for request: _____
Describe duties needing to be performed. Example: Working Fall Carnival at School

Date(s)/Time(s) requesting to work: _____
Example: Saturday, October 28, 2012 10:00 a.m. to 2:00 p.m.

Estimated time to be worked beyond regular work schedule: _____
Example: 4 hours

Explain why duties could not be accomplished during regular work schedule:

Example: Special Event

Will extra time result in overtime (over 40 hours for the week)?: Yes No

If approved, employee is requesting: Compensatory Time Pay

Accumulated compensatory time must be used within 90 days from the date it was earned. Use of compensatory time must be monitored by the supervisor or designee. Hours worked over 40 hours within a one week time frame will be compensated at a rate of time and a half.

Employee's Signature

Date

Approved

Denied

Supervisor's Signature

Date